

# Application for Records Disposition Standard

**marta**

Department, Name, and Full Address <b>MARTA</b> General Manager's Office 100 Peachtree Street, Suite 1300 Atlanta, Georgia 30303				For Records Management Division Use Date Received: <b>MAY 29 1974</b> Application No.: <b>74-165</b> Date Completed: <b>JUN 11 1974</b>	
Appl. Date	Telephone & Ext.	Name	Person to Contact	Working Title	
<b>4/18/74</b>	<b>522-4460 X-394</b>		<b>Lauren Solomon</b>	<b>Administrative Assistant</b>	
Inclusive Dates of Series		Exact Series Title			
<b>1972 - Present</b>		<b>Supportive Papers of Executive Meetings File</b>			

<b>Action Requested</b>	<input checked="" type="checkbox"/> Establish Disposition Standard Record will continue to accumulate	<input type="checkbox"/> Dispose of Present Accumulation; No Further Accumulation Anticipated
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What is the function of the office in which this record series is created?  
 The Board of Directors is the governing body of the Metropolitan Atlanta Rapid Transit Authority which is a public body corporate and a joint instrumentality of the City of Atlanta and the counties of Fulton, Dekalb, Clayton, and Gwinnett. As its governing body, the Board is responsible for ensuring that the Authority accomplishes the purpose for which it was created, to wit, the development, construction, and operation of a rapid transit system within the Atlanta metropolitan area.

This file contains the following documents:

Documents relating to the holding of Executive Meetings of the MARTA Board of Directors. File series includes, but is not limited to, agendas, abstracts, resolutions, reports, and exhibits. File is arranged chronologically by date of meeting.

Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records	Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records
Letter-Size File Drawers									
Legal-Size File Drawers					Annual Rate of Accumulation				2
				2	Floor Space Occupied (Square feet)				1/2
					Average Daily References				0
					This Years	Last Years	Preceding Years	All Prior Years	0
					2	2	0	0	

QUESTIONNAIRE (Place an X in the proper box. If answer is "Yes" please explain.)

- 13 Is this the Record Copy of the series? ☒ Yes ☐ No
- 14 Is there a duplication of this series in another office or agency? ☐ Yes ☒ No
- 15 Is the information contained in this series ever summarized or published?  
Confidential personnel, legal and real estate matters. ☐ Yes ☒ No
- 16 Does the series contain classified information requiring security handling? ☐ Yes ☒ No
- 17 Does the series initiate, amend or terminate agency policies and procedures? ☐ Yes ☒ No
- 18 Could the function be performed if the files were lost or destroyed? ☒ Yes ☐ No
- 19 Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ Yes ☒ No
- 20 Does the record series provide data as input to an EDP file? ☐ Yes ☒ No
- 21 Does the record series contain documentation produced as EDP printout? ☐ Yes ☒ No
- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files? ☐ Yes ☒ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what?  
Possible historical value ☒ Yes ☐ No

24 REQUIREMENTS:

The following requires the files to be kept Perm years. (Cite or attach copy of Law, Statute, or other reason for the retention requirement.)

☐ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☒ Administrative Decision ☐ Historical Value

25 RECOMMENDATIONS - Methods: This unit recommends that the file series be cut off at the end of each

- ☐ Calendar Year ☒ Fiscal Year ☐ Other \_\_\_\_\_, then:
- ☐ Hold in the current files area 1 years; then ☐ Transfer to State Records Center; ☐ Transfer to State Archives for permanent retention.
- ☐ Hold \_\_\_\_\_ months years; then ☐ Destroy; or ☒ Transfer to State Archives for permanent retention.
- ☐ Destroy after cut-off.
- Operating Instructions:

A reference copy will be maintained in the office of the Assistant Secretary to the Board of Directors for as long as needed.

26 APPROVALS:

Approved Department Records Management Officer

*Monita Spruay* Date 5-22-74

Approved Division Head / Designee

*Robert C. Small* Date 5/23/74

Approved Department Head / Designee

*Robert C. Small* Date 5/23/74

Approved Records Management Analyst

*Douglas M. Hani* Date 5-23-74

Approved Legal Counsel

*Jeff R. Hall* Date 5/28/74

Approved Division of Audit

*William V. Caruth* Date 5/28/74

Review / Approval by Department of Archives and History

*91\* Carroll Hart*

5-30-74

Recommendations:

Approved MARTA Management Steering Committee